

# Robert Smith

## Bakery Supervisor

Phone (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website : [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

## SUMMARY

Personable, honest, hardworking, energetic, goal oriented individual seeking employment with a well established, respected Enterprise where growth is encouraged and esteemed. Team player, always willing to present the very best to company being represented.

## SKILLS

Computer Literate, Internet Savvy, Research Oriented, Bilingual.

## WORK EXPERIENCE

### Bakery Supervisor

ABC Corporation - January 2014 - April 2015

- Taken essential responsibility for the business, the performance of their respective stores.
- Ensured sales profitability through service excellence and lean operation.
- Prepared periodic reports, including sales control, employee scheduling, etc.
- Organized and supervised the employee shifts.
- Participated in management and personnel meetings.
- Checked stock levels and order supplies and materials.
- Maintained high standards of quality control, hygiene, and health & safety.

### Bakery Supervisor

Delta Corporation - 2010 - 2014

- I handle the day to day running of the bakery, which includes ordering, baking, and handling the invoices.
- Im also responsible for doing my scheduling and maintaining the administration side of my job.
- I became a trainer after only being there a few weeks which gave me the opportunity to help the company expand and open new stores.
- Skills Used Ordering Scheduling Managing Baking Training Organization.
- Supervised employees and production; ordered supplies, production planning, employee scheduling, and relations, inventories, waste management, safety.
- Bakery Supervisors are responsible for supervising the Bakery Department.
- Included the following Effectively utilizing the production scheduler for the production of bakery products, ensuring proper display and rotation.

## EDUCATION

Liberal Arts / Child Development - 2007(Glendale Community College - Glendale, CA)